

San Bernardino County | Registrar of Voters

OFFICE SUPPORT

Temporary Assignment | **\$15.57/hour**



JOB DUTIES

- Answer inbound phone calls; categorize and assign issues accordingly
- Provide customer service to voters, election workers, and candidates
- Complete data entry tasks for various departments
- Assist in the recruitment and placement of election workers
- Research, and perform inquiries regarding voter, election worker, candidate information
- Scan, sort, label, and audit paper records
- Perform quality assurance checks on various department processes
- Assist in training OCI and OCII level employees on department policies and procedures

QUALIFICATIONS

- Intermediate computer skills, including experience with document creation and editing in Word and Excel
- Ability to communicate professionally, clearly and effectively in the English language (both orally and written)
- Ability to comply with policies and guidelines
- Ability to perform routine clerical tasks
- Ability to work independently with direction
- Attention to detail

APPLY TODAY!

Visit the "Registrar of Voters - Temporary
Workers" job announcement at
www.sbcounty.gov/jobs

Questions? Call (909) 387-8304